



**COMPOSITION  
NOTEBOOK**  
**STUDENT MINISTRY**  
**LEADERSHIP PACKET**

100 sheets • 200 pages  
9¾ x 7½ in/24.7 x 19.0 cm  
college ruled



## **Leadership Application Packet**

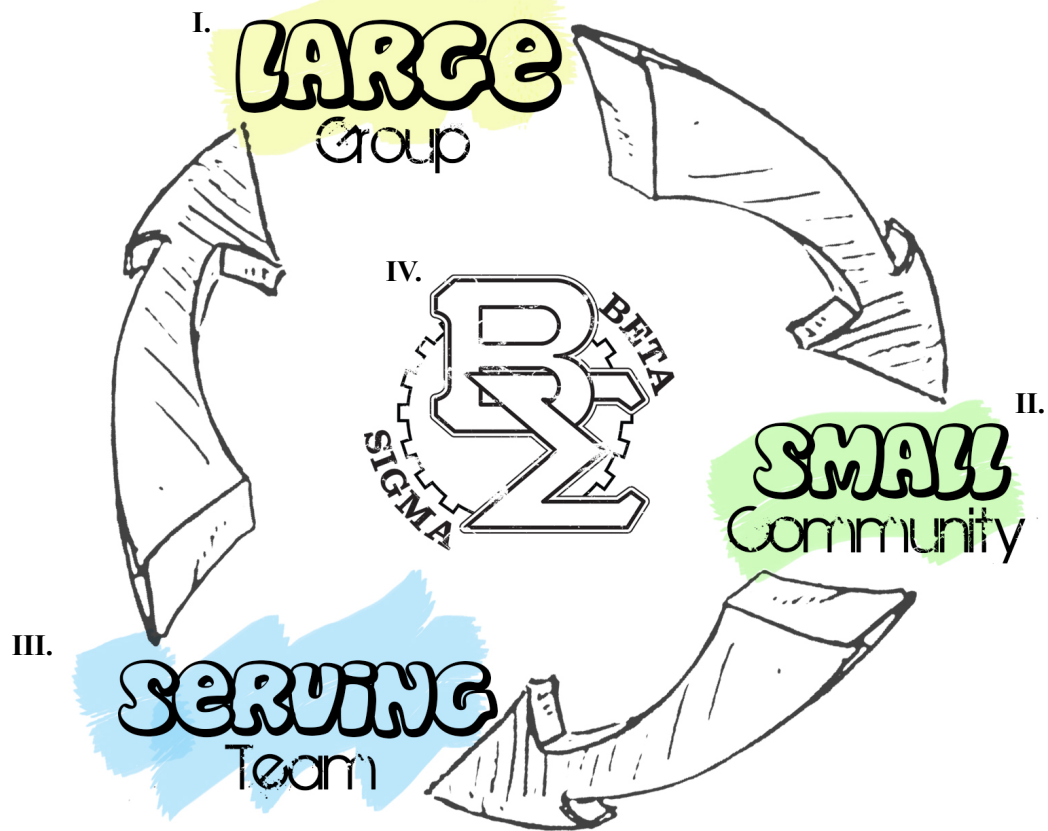
### **Leaders are fundamental to the success of this youth ministry.**

Without you, the work of communicating the life-changing message of Jesus Christ to our students would not happen. That's why we are so diligent in screening and approving the teens and adults that we have directly involved in leadership with Beta Sigma.

Some of the questions in this application may make you feel uncomfortable...however, we just want to make sure the teens and adults that represent our student ministry are the kind of people who inspire others to come closer to God, not drive them away. We are thankful for your willingness to look into working with us in the harvest fields.

Please fill out this application completely and return it to us as soon as possible.

## Beta Sigma Ministries



The Forge Student Ministries believes there are four components to a student's long-term growth and success in their faith.

### **I. Sunday Morning / Sunday Night Large Group Ministry**

The first component is being invested in a larger community of students, where the word of God is shared, praise to God happens in its various forms and fellowship, the mutual encouraging of one another, is of primary concern (Hebrews 10:25). Our Sunday morning and night gatherings function as this Biblical mandate and an essential front door for so many of student's first experiences with Christ. This is where people continue to connect and be reminded by others of their value and importance in Christ. This is also where questions initially arise about faith and life.

Our leaders take key positions on audio/visual, hospitality, greeting, worship, announcements, photography, small groups, occasional speaking and more.

### **II. Midweek Student Small Groups**

Student Small Groups are the necessary next step of a student growing in Christ. Not to supersede the value of the larger gathering, but also not diminished by it, Student Small Groups allow those questions that started on the big Sunday gatherings to be answered, discussed, challenged and wrestled within the midst of a small group of students, guided by several passionate and sincere adult leaders (or senior aged student leaders), who care and support the growth of the student in Christ. It is here that many of the initial fellowship bonds created on a Sunday morning or night gathering are deepened into a closer friendship/peer accountability

level. It is also here, that the deepest questions that reflect the personal challenges of the individual student arise.

Leaders involved in life groups must connect well with students, be a consistent and balanced role model for them, and be willing to discuss (or help train student leaders to discuss) difficult topics in a relevant and biblical manner.

### **III. Service, Outreach, Retreats, Missions and beyond...**

The third element that helps a student grow is regular, and we believe, weekly opportunities to serve, being the hands and feet of Christ. We encourage our students to be involved on Sunday mornings by helping with children's ministry, serving in hospitality and greeting, or any variety of other tasks. We would also like to see our life groups do a quarterly outreach, mixing up a variety of serving opportunities.

Leaders should be modeling a behavior of service outside the church. When an adult or teen is able to share their own passion for outreach, students are more likely to develop a passion themselves. Leaders are an essential component for taking on project responsibilities, small groups, and helping to maintain a positive atmosphere.

### **IV. Adult Mentoring / Peer Accountability**

We are desirous of all students reaching this level, as this is what we consider the deepest and truest level of a student who is pursuing their walk with Christ. When a student moves from initial questions and application of faith achieved on a Sunday gathering, and through the deeper questions of life application in Small Groups, they finally arrive at self reflection, where they are asking the hardest questions about themselves, their walk with Christ, and their walk with others. It is here that Adult Mentoring becomes a must, because a student needs a person who has "been there" to tell them what to look out for and also to provide them the wisdom of a longer life lived in Christ.

Adult mentoring will be a short-term or long-term relationship between a student and adult of the same gender. Mentoring should consist of, but not be limited to, bible study, accountability, life modeling, and a deepening of relationship through prayer. Mentoring is determining what are the greatest needs of the student and equipping them to meet those needs long after your time with them is done. These one-on-one relationships with students are probably the greatest impact you will make in a student's life.

It is unquestionable that adult leaders are an integral part of student ministry. We realize the commitment is high, but we see our leaders as a very elite group of adults who have resolved to live the whole of their lives for a very significant cause: the glorification of God through the modeling and leadership of their life towards and with others. We know that our leaders have jobs, school, families, and other responsibilities outside of student ministries, so there is much freedom and leeway in our ministry. But if you chose to make a commitment as a youth ministry leader, we will have high hopes and expectations that you will do what it takes to be available for students in these environments as well as personally pursuing growth spiritually and in leadership.

It is not our goal to scare people off from leadership, but we are committed that only those who are truly serious about positive leadership with our students for their growth in Christ are the leaders we want. We hope this description excites you and your family and you will consider applying for this amazing ministry opportunity.

# **SAFEGUARDS FOR LEADERS**

## **Appropriate Displays of Affection:**

- Side hugs
- Shoulder to shoulder or “temple” hugs
- Pats on the shoulder or back
- Handshakes
- “High-fives”
- Arms around shoulders (same sex only)

## **Inappropriate Displays of Affection:**

- Full frontal hugs
- Kisses on the mouth
- Touching bottoms, chests, or genital areas
- Showing affection in isolated areas of a building, such as closets, staff only areas, or other private rooms
- Touching knees or legs
- Male/female wrestling
- Tickling
- Any form of affection that is unwanted by the youth or other staff

## **Appropriate Verbal Interaction:**

- Positive reinforcement
- Appropriate jokes/teasing
- Encouragement
- Praise

## **Inappropriate Verbal Interactions:**

- Name Calling
- Sexually oriented conversations with students and/or adults
- Compliments that relate to physique or body development
- Telling off-color or sexualized jokes
- Comments meant to shame a student or other adult
- Belittling
- Derogatory remarks
- Cursing
- Harsh language that may frighten, threaten, or humiliate a student or other adult
- Making derogatory remarks about an adult or student’s family

## **At no time are adult leaders to pursue a dating relationship with a student.**

- Should this happen, you will be removed from youth ministry permanently.
- If a student pursues a relationship with you, or becomes overly affectionate
  - Maintain a polite distance from student and avoid being alone with them.
  - Immediately speak to the youth pastor and the respective guy or girl teen director.

## **One on One Meetings of a Leader and Student**

Leaders are never allowed, under any circumstance, to be alone (i.e. isolated from other's view and hearing) with a student or leader of the opposite sex. Leaders must have another adult of the opposite sex be present at any meeting, carpooling, hanging out, etc., with a student of the opposite sex.

## **Sleepover Guidelines**

1. Male and female students cannot sleep in the same room at the same sleep over.
  - No guys in girls sleeping areas or bathrooms – period.
  - No girls in guys sleeping areas or bathrooms – period.
2. Appropriate modest sleeping attire must be worn and enforced.
3. Information sheet regarding emergencies must be obtained to and from the parent(s), including: numbers and locations where parents and students can be reached.
  - a. Keep parents in the communication loop; no surprises
4. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R rated movies.
5. Whenever possible, we sleep 5 to a room in hotel situations, with an adult/chaperone being there.

## **Safety Grid**

We love creativity and taking big risks for God's glory. So bring your best and then some to help us reach students for Jesus. But before you take on a new event or try a new activity or game, ask yourself the following questions. Better yet, talk through these questions with another leader, the youth pastor or teen directors to get their input, too!

- What is the goal? Is this the only way to do it?
- What can go wrong?
- If something does go wrong, what would we do?
- How much could a mistake cost?
- What is the worst thing that could happen if this doesn't work? Can we live with that?
- Who has done this before, and what was their experience like?
- What do parents (who know all the details) think of this idea?
- Would parents let their students do this if they were here?
- Does this activity need the permission of the youth pastor? (yes...)

## **If you are accused of inappropriate conduct**

Because of the serious nature of any allegation, extreme caution and care will be taken when an accusation is made against any leader.

Until the investigation is complete, the leader will remove themselves from direct contact with others involved as directed by the youth pastor and/or respective teen director.

## **What about confidentiality?**

Most of us assume that something shared in confidence will be kept in confidence. Breaking confidence represents the betrayal of trust – a fundamental element in human relationship and a critical factor in ministry.

In ministry, we seek to build relationships on trust. However, most leaders in youth ministry are not clergy. And most of us lack formal training in counseling, thus we tend to approach confidentiality from an extreme position – either overestimating or underestimating its importance in helping relationships.

In the state of Texas...

- we must break confidentiality if a student shares information with us about someone going to hurt themselves or someone else (including the student that shares)
- we must break confidentiality if a student shares information about sexual or physical assault of any kind
  - no action planned in the future is considered confidential
  - there is no confidentiality when reporting what someone else did

With all this in mind, be very careful when a student asks if something he or she is about to tell you can be just between the two of you. You might agree to be told something, only to realize that you have no choice but to act on it. It is better not to agree to keep secrets...but how can you keep the confidence of the students and/or peers that God has called you to work with?

Try something like one of these answers:

- *“If you trust me enough to tell me something important, will you also trust me enough to do what is best with the information you give me?”*
- *“Do you have any question about my willingness to help you with whatever this is – and do it in a way that protects you to the best of my ability? Then I’m going to ask you to trust me with your story. I promise I won’t talk about it with anyone else unless I believe we need more help – in which case I’ll tell you what I’m doing and why I believe that person can help us. I just have to be sure you’re safe. Can you live with that?”*
- *“Look, I can’t keep a secret if I truly believe you’re in danger. That’s not fair to you or me. If you got hurt and I didn’t do anything to stop it, I would have to live with that.”*
- *“Tell me your story, and I promise I’ll do everything in my power to help you – or help you get to someone who can. We’ll limit the number of people who know about it to those who can actually help. Hopefully, that’s just me. Does that sound fair?”*

Most students will accept that line of reasoning. It will help them get their burden off their chest, and allow you the freedom to report whatever is necessary to the appropriate authorities when needed (not to mention not violating the law). The assurance that we understand how difficult it is to say some things and the promise that we won’t treat their experiences lightly are all most students require before plunging into the dark waters of trust.

Most leaders would prefer never to violate a student’s wishes by revealing a toxic secret. Indeed, in the occasional case when you must go over a student’s head, he/she may choose to withdraw from you, which is to say he may not like (or trust) you anymore. Since your first obligation in a crisis is to preserve life, this is a regrettable, but worthy, tradeoff. You can work at restoring the relationship over time.



# **Common Questions about being a Youth Leader:**

## **Question 1: What is the time commitment for being a youth leader?**

A youth leader must make a full year commitment (from the beginning of September of one year to the end of August of the next year). In that year, though each week is different and every leader's number of commitments are different, the average leader will invest between 4-6 hours a week being a youth leader. We will work with your life and your vacations, but we need leaders to be committed for a full year to help insure the confidence of the students that we are entrusting to your leadership.

## **Question 2 What if I am already really busy?**

Busy people make great youth leaders, because busy people have to learn how to prioritize their time well to survive and we always prioritize our time for what is most important to us. People with "a lot of time" on their hands, are often not the "leaders" we are looking for. However, Youth Leadership is a commitment, just like a job or hobby, with its own demands and expectations. If an person likes the idea of youth leadership, but is unwilling to make the time for what it takes to be a great youth leader, then what is being communicated is that youth leadership is not important to them. It is our suggestion that if you find yourself in this category, do two things: 1) First pray and talk to your friends, family or mentor about your desire to be a youth leader and see if it really matches up with your long term goals. If it does, then rearrange your priorities to match your goals (we can help you with this!). If not, then you should look at other ministry opportunities. 2) Don't become a youth leader at this point, but keep it in prayer and as the Lord opens up doors for you to commit, then step on board with us.

## **Question 3: Can I date as a youth leader?**

Yes, if you are single, you can date, however, even in your dating, you are expected to uphold the standards and covenant agreement of a youth leader. You cannot date students. Failure to do so may result in loss of position as a youth leader or removal from the student ministry. Dating, can be a solid building process for any Christian, but must be handled very carefully and respectfully with God in mind at all times.

## **Question 4: What if I mess up on some of the adult leadership expectations?**

The adult youth leadership covenant and manual was not written with the expectation that leaders will be perfect. We understand that only Christ was and is perfect. The rest of us strive towards perfection with the understanding that failure will be inevitable at times. However, the mark of a great youth leader (and a maturing Christian) is that when you fall, you fall forward. You admit your mistakes, you repent before God and to others, you take the effort to plan how to avoid that same mistake in the future, you stay in accountability with your peer and your mentor, and you simply move forward. As the Didache, the handbook of Christ's apostles, says, "If you can bear the whole yoke of the Lord, then you will be perfect; but if not, then do what you can to strive towards it." (Didache, 6:2)

Mistakes happen and are forgiven, what is not allowable is a leader making mistakes and not accepting correction and being unrepentant. This will result in a probational period and/or dismissal from youth leadership, initially, and if the scenario is serious enough, permanent dismissal from youth ministry, until the former leader becomes repentant and a plan for restoration is made.

# VOLUNTEER APPLICATION \*

This application is to be completed by all applicants applying for the position of Youth Leader.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Gender:     M     F

City/ZIP \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Area of interest in serving: (Circle all that you are interested in)

Small Group Leader

Preaching

Worship

School Visitation

Event Planning

Newcomer/Greeting

Espresso / Hospitality

Setup / Tear Down

Outreaches

Marketing / Graphic Design

Audio / Video/Photography

Other \_\_\_\_\_

What mature Christian at Bethel knows you the best? \_\_\_\_\_

Have you read the Adult Leadership packet, understanding and agreeing to the expectations laid out?     Y     N

Have you personally accepted Jesus Christ as your Lord and Savior, and are you committed to having the character of Jesus live through you?     Y     N

Have you been baptized?     Y     N     If yes, when? \_\_\_\_\_

Describe your spiritual journey to date: \_\_\_\_\_

List any previous experiences you have leading students: \_\_\_\_\_

Why do you want to be a youth leader (first time or again)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internships, or volunteer status. Bethel Church of Houston abides by all applicable state and federal employment laws.



Please provide three character references (one family member, two non-family members) that can identify your strengths and weaknesses and describe your background.

1.

Name	Address	City/ST/Zip	contact phone #	relationship
------	---------	-------------	-----------------	--------------

2.

Name	Address	City/ST/Zip	contact phone #	relationship
------	---------	-------------	-----------------	--------------

3.

Name	Address	City/ST/Zip	contact phone #	relationship
------	---------	-------------	-----------------	--------------

Please circle the words that best describe you.  
Cross out words that least describe you.

- |                    |                    |                  |                      |                 |                     |
|--------------------|--------------------|------------------|----------------------|-----------------|---------------------|
| <i>trustworthy</i> | <i>dependable</i>  | <i>active</i>    | <i>compassionate</i> | <i>reliable</i> | <i>self-starter</i> |
| <i>punctual</i>    | <i>flexible</i>    | <i>laid-back</i> | <i>quick-thinker</i> | <i>decisive</i> | <i>spontaneous</i>  |
| <i>teachable</i>   | <i>team player</i> | <i>humorous</i>  | <i>thoughtful</i>    | <i>solitary</i> | <i>leader</i>       |
| <i>cautious</i>    | <i>risk-taker</i>  | <i>patient</i>   | <i>reflective</i>    | <i>honest</i>   | <i>organized</i>    |
| <i>creative</i>    | <i>disciplined</i> | <i>faithful</i>  | <i>passionate</i>    | <i>follower</i> | <i>athletic</i>     |

What area from the list above would you like to specifically work on this year?  
Why & How? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Because our mission and purpose as a Christian ministry is to bring hope, love and healing to students and their families, it is of great importance that we endeavor at all times to build our team with youth leaders of the highest moral and spiritual character.

For that purpose, please answer the following questions. Yes answers to these questions will not necessarily disqualify you from serving as a youth leader; however, failure to disclose accurate information will. If you would like to explain or clarify any of your answers, you are welcome to attach additional written information.

	Yes	No
<b>If you are single, have you knowingly gone too far sexually with someone of the opposite gender?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have you, in the past year, or currently been using illegal drugs?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have you ever been convicted of, pled guilty or no contest to, or been convicted of any other criminal offense (misdemeanor or felony, other than a parking violation) in a court of law?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have you ever drank enough alcohol that would be construed as drunk or intoxicated?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have you had any involvement with pornography, either in the past or currently?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is there anything in your background that might be a problem if it were to surface later?</b>	<input type="checkbox"/>	<input type="checkbox"/>

### **ACKNOWLEDGMENT**

I certify that the statements I have made are true and correct.

I understand that if accepted as a youth leader, I will be required to abide by all Bethel Church of Houston policies, standards or regulations.

I give Bethel Church of Houston my permission to use my name, photos or videos of me. This information shall be used by Bethel solely for the purpose(s) of promotional and recruitment activities. I understand that no personal history information regarding or identifying me will be used by Bethel Church of Houston.

I authorize Bethel Church of Houston to investigate any information provided in this application, and I agree to cooperate in such investigations. I further recognize and agree that, as a condition of acceptance as a youth leader, I will be expected to continuously strive against my personal weaknesses and allow others to support and challenge me in these areas through Mentorship and Peer Accountability.

I hereby release Bethel Church of Houston and all persons supplying information to Bethel Church of Houston from all liability, claims for damages, or responsibility whatsoever with respect to information supplied.

---

**Signature**

---

**date**

All employees, church members, volunteers and leaders must affirm our Statement of Faith as follows:

## **OUR STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, inerrant and infallible authoritative Word of God. It is the supreme and final authority in all matters on which it speaks
2. We believe that there is one true God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that the salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation.
5. We believe it is the privilege of all who are born again of the Spirit to be assured of their salvation from the very moment in which they trust Christ as their Savior. This assurance is not based upon any kind of human merit, but is produced by the witness of the Holy Spirit, who confirms in the believer the testimony of God in His written Word..
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ.

I agree with and will adhere to the above Statement of Faith.

---

Signature

---

date